Instructions for Bulk Payment Processing

To submit bulk payments, authorization must be first obtained through the Regulatory Services Division (RSD). **Follow the steps below to obtain the required authorization:**

- Download the Bulk Payment Authorization form.

- Submit the completed form to RSD through Contact Us.

- Upon receipt of the request, a representative of the Private Security Program will contact the company requesting bulk payment authorization and provide the requesting owner or qualified manager with the required login information (unique company ID # and a temporary password)

Once the authorization has been established, Bulk Payment may be utilized. Below are instructions for how to use the Bulk Payment:

Step 1: Visit Private Security Licenses Online and select the appropriate registration type

Step 2: Follow instructions provided in the online application and enter all requested information

Step 3: At the **Payment page,** Select **Pay by Third-Party Payment**, enter **Third Party ID** and **email address**. Lastly, click **Pay by Third Party**.

Step 4: Print receipt page. Repeat steps 2, 3 and 4 for each individual/registration type.

Step 5: Visit Texas Online and login using the login information. *Initial log-in will require the user to change the temporary password.*

Step 6: Once in the Bulk Payment System, the following will be presented;
Agency List: Select TXDPS, Private Security Bureau from the drop down list. Application List: Select one of the Private Security Options from the drop down list.
Relevant Transactions: Verify the transactions that will be paid for during the bulk payment Process. Verification is accomplished by ensuring the information is correct and marking one or more of the appropriate boxes for transaction to be covered under a single bulk payment.
Selected Transaction and Payments options: Select a payment option of either Credit Card or Electronic Check. Confirm Payment: Enter payment information and select "Pay" button to complete the payment process. Avoid duplicate payments by pressing the "Pay" button only once.
Receipt of Payment: Each transaction selected for bulk payment will be listed in a table on the bottom half of the receipt page. Status "Paid in Full" will be displayed for all successful bulk payments.

Step 7: Print Bulk Payment receipt page for your records.

Step 8: Submit all supporting documents to Contact Us.

General information regarding Bulk Payment:
The company password should be kept only by a select few individuals who will be responsible for company payment of applications.

Passwords can be reset in the case of employee personnel changes. *Note: Management of the company password is essential to preventing payment for unauthorized applications.*

To reset a password, one of the individuals listed on the authorization form must visit Contact Us or call (512) 424-7293.

For all unpaid applications, Texas Online will send an email reminder that these applications require payment. Fourteen (14) days from date of entry an application that has not been paid will be removed from the Bulk Company List and the applicant will be required to resubmit a new online application.